

Civilian Guidepost

Compiled and Edited by

CIVILIAN PERSONNEL DIVISION, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

The Secretary of the Navy has determined that this publication is necessary in the transaction of business required by law of the Department of the Navy. Funds for printing of this publication have been approved by the Navy Publications and Printing Policy Committee.

VOLUME 30 NO. 19

20 September 1985

PRESIDENT REAGAN RECOGNIZES
NATIONAL HISPANIC HERITAGE WEEK

THE WHITE HOUSE

WASHINGTON

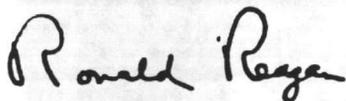
August 9, 1985

I am pleased to send warm greetings and congratulations to Hispanic Program Managers and the Hispanic American community as you celebrate National Hispanic Heritage Week.

One of the greatest strengths of our nation is the rich mixture of people from various cultural backgrounds, and Americans of Hispanic heritage have contributed much to our nation. In many communities across the land, Hispanics are a vital element in fostering American achievements in the arts and education, industry and agriculture, religion and business, science and politics, and in every other field of accomplishment.

Hispanic Americans were among the first settlers in the New World, many arriving in America long before the United States became an independent nation. They came in search of a better life for themselves and their children, and they have helped enrich our country.

During the week beginning September 16, 1985, our nation will celebrate National Hispanic Heritage Week and will recognize the important role Hispanic Americans play in our national life. Nancy and I are very happy to join with all our fellow citizens in honoring the achievements of Hispanic Americans, and we send you our best wishes for every success and happiness.



* * * * *

DON'T FORGET -- GIVE BLOOD

The Tidewater Regional Bloodmobile will be at Marston Pavilion (Building 730) on Friday, 20 September 1985, from 1100 to 1500, to accept blood from civilian employees who volunteer to donate. Check with your supervisor for full information about excusal from duty to donate. Your blood donation is needed.

* * * * *

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

CIVIL SERVICE EMPLOYEE
FACES THE CHALLENGE HEAD-ON



How many times have you thought you'd do something just merely to see if you really could do it? That's exactly what Constance Spazafumo, formerly with Marine Corps Air Station, New River and now a Marine Corps Base employee did recently.

"Connie," as she is known by her friends and associates, has been employed as a Civil Service secretary, for the past three and a half years. She learned about the 8th Annual World's Fastest Typing Contest, given each year by Xerox and Staff Builders (a temporary employment agency like Kelly Girls), from an ad a friend showed her in U. S. A. TODAY newspaper. Connie immediately wrote for information about the contest, entered it and -- placed second with a fantastic 120 words per minute in a five minute timed typing test; just six words a minute behind the first place winner.

The contest itself was held in Baltimore, Maryland. It is a National Open Contest held each year at the Omni International Hotel. There is no entry fee, but contestants must pay their own expenses. Contestants from all over the United States participated on a first come, first served basis. In some areas contestants participated in regional competitions and the winners of these competed in the
(Continued on p. 4-- EMPLOYEE FACES CHALLENGE)

INTERNAL STAFFING ANNOUNCEMENTS
(For Civil Service Employees)

Open Continuously Until 31 December 1985

Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 9-85
Clerk-Stenographer, GS-4, Ann. No. 10-85
Clerk, GS-2 and Clerk, GS-3, Ann. No. 11-85
Licensed Practical Nurse, GS-3 TARGET GS-4, Ann. No. 12-85
Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 19-85
Laborer, WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 22-85
Helper, (All Options), WG-5, Ann. No. 26-85
Practical Nurse (Vocational), GS-3 TARGET GS-4, Practical Nurse (Vocational), GS-3, Ann. No. 41-85

Open for Specified Period

Production Controller (General Trades), GS-7, Ann. No. 127-85, closes 9 October 1985
Production Controller (Struc Trades), GS-7, Ann. No. 128-85, closes 9 October 1985
Production Controller (Mech Trades), GS-7, Ann. No. 129-85, closes 9 October 1985
Production Controller (Elec Trades), GS-7, Ann. No. 130-85, closes 9 October 1985
Bridge Operator, WG-8, Ann. No. 131-85, closes 23 September 1985
Boiler Plant Equipment Mechanic, WG-10, Ann. No. 132-85, closes 23 September 1985
Pest Controller, WG-8, Ann. No. 133-85, closes 23 September 1985
Sewage Disposal Plant Operator, WG-8, Ann. No. 134-85, closes 23 September 1985
Sheet Metal Mechanic Foreman, WS-8, Ann. No. 135-85, closes 25 September 1985
Meatcutting Worker, WG-5, Ann. No. 136-85, closes 25 September 1985
Heavy Mobile Equipment Mechanic Foreman, WS-10, Ann. No. 137-85, closes 27 September 1985
Engineering Technician (Typing), GS-4, Ann. No. 138-85, closes 27 September 1985
Electrical Worker (High Voltage), WG-8, Ann. No. 139-85, closes 27 September 1985
Physical Science Technician, GS-6, Ann. No. 140-85, closes 30 September 1985
Position Classification Specialist, GS-5/9, GS-7/9, GS-9, Ann. No. 141-85, closes 15 October 1985
Voucher Examiner, GS-4, Ann. No. 142-85, closes 27 September 1985
Sheet Metal Mechanic, WG-10, Ann. No. 143-85, closes 30 September 1985

* * * * *

MARINE CORPS BASE SICK LEAVE USAGE REPORT

BO 12630.1G requires a thorough review of sick leave usage in each Marine Corps Base work center at the end of the leave year. If the review reveals usage of 60%, or more, of the total earned by the work center, a report must be submitted. The report for the end of the 19th pay period (14 September 1985) is due not later than 4 October 1985.

* * * * *

H O T L I N E - Call 451-3928 or write P. O. Box 8206, Marine Corps Base, Camp Lejeune, NC 28542 to report incidents of W A S T E, F R A U D, A B U S E, C O R R U P T I O N

COMPETITIVE SELECTIONS

UNDER MERIT STAFFING PROGRAM

EFFECTIVE AUGUST 1985

COMPROLLER DEPARTMENT

Disbursing Division

Toye E. Green, Teller (Typing), GS-5

FACILITIES DEPARTMENT

Maintenance Division

David K. Bullock, Supply Technician, GS-7

Ronald L. Williford, Kitchen/Bakery Equipment Repairer, WG-9

Fire Protection Division

Lewis N. Anderson, Firefighter (Struct), GS-5

MANPOWER DEPARTMENT

Civilian Personnel Division

Beverly J. Miller, Secretary (Typing), GS-4

MORALE, WELFARE, RECREATION AND FAMILY ADVOCACY DEPARTMENT

Dependents' Schools Division

Linda B. Hawes, Assistant Principal, Tarawa Terrace I School

BASE OPERATIONAL SUPPORT MANAGEMENT ASSISTANCE DIVISION

Beverly J. Gunter, Computer Systems Analyst, GS-11

LOGISTICS DEPARTMENT

Contracting Division

Vera F. Sullivan, Purchasing Agent, GS-5

Kathleen A. Gill, Purchasing Agent, GS-5

Rose M. Mullen, Procurement Clerk, GS-5

Traffic Management Division

Bonnie L. Flowers, Shipment Clerk (Typing), GS-4

MARINE CORPS AIR STATION

Joint Law Center

Nancy J. Simmons, Legal Clerk (Typing), GS-5

Supply Department

David R. Alexander, Industrial Equipment Mechanic, WG-8

NAVAL HOSPITAL

Occupational and Preventive Medicine Department

Robert J. La Chapelle, Jr., Environmental Health Technician, GS-7

Patient Administration Department

Mary Jo Eckert, Clerk-Typist, GS-3 (TARGET GS-4)

* * * * *

Have a mind
to...



IF YOU DRINK
DON'T DRIVE!

NATIONAL SOCIETY TO PREVENT BLINDNESS
ENCOURAGES CONTINUOUS EYE CARE

SIGHT-SAVING MONTH



September is National Sight-Saving Month, and the National Society to Prevent Blindness (NSPB) - North Carolina Affiliate asks you to help prevent blindness.

Every eleven minutes, another American loses the ability to see. Yet, with early detection and treatment, and eye safety precautions, many could be spared blindness.

Three particular areas of sight saving are stressed.

--Half a million preschoolers have vision problems. The impact on their ability to learn can be traumatic. Parents are reminded that every child should have a vision checkup.

--An estimated two million Americans have glaucoma -- but only half of them know it. NSPB targets six high risk factors in glaucoma. There are no warning signs of glaucoma, but early detection and treatment will control it. Visit your eye doctor or take advantage of a glaucoma screening when scheduled in your community.

--An estimated forty thousand sports-related eye injuries are treated in hospital emergency rooms each year. In no game is the naked eye safe. The Society recommends safety eyewear while playing racquet sports. Concern is also focused on baseball-related accidents which result in more eye injuries among children between 5 and 14 years old than any other sport. NSPB recommends a helmet equipped with a face protector be worn.

NSPB declares one thing is certain: One's vision is a treasure to guard. By taking the above eye protection measures, you can aid in the prevention of blindness. For further information on preventing blindness, mail a self-addressed, stamped envelope to Your Eyes For a Lifetime of Sight, 1033 Wade Avenue, Suite 208, Raleigh, NC 27605.

ARE YOU UP TO STANDARDS (of Dress)?

Base Order 1020.8¹ of ¹¹ ^{May} ⁸⁵ January 1985 entitled "Uniform Regulations" contains a section concerning the standards of dress for nonmilitary personnel. Although no publication can truly establish standards that apply across-the-board, the regulation does give some good guidance.

Key to what the regulation calls "appropriate civilian attire" is a common sense approach to standards of safety, decency, neatness and cleanliness. Torn, ragged or excessively dirty clothes ^{or revealing clothes} are described as not meeting good grooming standards when worn within Base facilities or working areas.

Appropriate attire for ladies specifically excludes hot pants, short shorts, halters or tops which are exceptionally revealing, cut-off shorts and uncovered hair rollers.

Footwear for men and women is to be that which is

designed and intended for outdoor use. This specifically excludes shower type shoes. Footwear with a firm sole is required for all drivers as a safety measure.

Basically, when in doubt about appropriate attire for your particular work site or section, ask your supervisor. He/she is in the best position to either know the standards or where to get them. If you believe the supervisor is being unfair with you or placing an undue burden upon you, you may, as always, seek redress (no pun intended) through the appropriate grievance procedure.

ALCOHOLISM HAS SIGNS

Alcoholism, like other illnesses, has some specific warning signals. Any one or more of the following signs may indicate a drinking problem:

- *Family or social problems caused by drinking.
- *Job or financial difficulties related to drinking.
- *Loss of a consistent ability to control drinking.
- *Distressing physical and/or psychological reactions if you try to stop drinking.
- *A need to drink increasing amounts of alcohol to get the desired effect.
- *Marked changes in behavior or personality when drinking.
- *Getting drunk frequently.
- *Injuring yourself, or someone else, while intoxicated.
- *Starting the day with a drink.

If any of these symptoms apply to your own drinking, you may well have an alcohol problem. This is a time to be absolutely honest with yourself.

If you have any of these symptoms, ask for medical help in solving your drinking problem.

The Civilian Employee Contact and Referral Counselor, Dottie Pulicino, can assist you in getting help for alcohol or other problems you might have. Her office is in Building 33, Civilian Personnel Division, and you can reach her at extension 3653.

Life Saver



Take stock in America. UNITED STATES SAVINGS BONDS

Buy U. S. Savings Bonds. Call extension 1579 for an enrollment card today.

HURRICANES AND HOME SAFETY



Safety SAM SEZ.....

Most hurricanes form in the months of August, September and October. When the U. S. Weather Bureau determines that an approaching hurricane poses a threat, it puts the area on "Hurricane Watch." This means there is no immediate danger, but that everyone in the area should be ready to take precautionary action in case "Hurricane Warnings" are issued. When a "Hurricane Warning" is issued, the following precautions should be taken immediately.

1. Hurricane tides pose a constant threat as the storm approaches; therefore, residents of coastal areas should leave quickly when advised to do so.

2. Unless travel is mandatory, people living inland should stay home and prepare for the storm.

(1) Secure loose material. If available, place storm shutters over windows and board them up with lumber.

(2) Boats should be hauled out of the water or moored securely.

(3) If near water, cars should be moved to high ground and away from trees. Fill cars with gas before the storm. If you have a garage or shelter, place your car in it for protection.

(4) Emergency food supply is a must for residents of hurricane-prone areas. Foods which don't require cooking or refrigeration are recommended.

(5) Flashlights and other nonelectrical sources of artificial light will be needed as necessary.

(6) Sterilize the bathtub, jugs, bottles, and cooking utensils, and fill them with drinking water because water service may be interrupted.

(7) Check on everything which might blow away or be torn loose. Garbage cans, garden tools, toys, signs, porch furniture, awnings and other objects become weapons of destruction in hurricane winds. Store them all inside if possible.

(8) Be sure that a window can be partially opened on the side of the house opposite the direction the wind is blowing.

(9) An extinguisher in case of fire, and a radio (preferably battery-powered) for current weather conditions should be kept ready.

(10) If the "eye" of the storm passes over an area, or there is a sudden lull in the storm lasting from a few minutes to a half hour, remain in a safe place.

(11) Once the hurricane is over, stay home unless it is necessary to travel. Stay away from disaster areas and keep tuned to your radio or T. V. for public instructions.

* * * * *

(EMPLOYEE FACES CHALLENGE)

national. However, since there was no regional contest for this area, Connie was able to compete directly in the National Open Contest.

Connie very modestly says that she did not even realize her ability to type over 100 words per minute was anything exceptional. It wasn't until she actually got to the contest site and overheard other participants talking about their chances when they could type in the neighborhood of 90 words a minute that she began to realize that maybe she might have an exceptional ability.

While Connie did not receive anything except honorary recognition for placing second in the contest, she appears to be more than satisfied at this point with the results. If anything, it has given her more confidence in herself and has made her realize that maybe her "God given ability," as she puts it, is really something special. Connie emphatically says that she plans "to enter the contest again next year and win it." With her determination and talent there is no doubt of her ability to make this prophecy come true.

Connie's success in meeting this year's challenge exemplifies the high quality of so many of our co-workers. We're proud to have her with us and should all learn from her example of seeking and beating the many challenges life has to offer. Congratulations, Connie. You deserve it!

* * * * *

HEALTH BENEFITS COVERAGE FOR THE DISABLED CHILD

The law provides that an employee's self and family enrollment includes unmarried children over age 22 who are incapable of self-support because of physical or mental incapacity which existed before they reach age 22. Financial dependency is not a factor -- a determination of incapacity for self-support is based entirely on medical considerations.

Medical certification and a request for coverage may be submitted to the Civilian Personnel Division at the time of initial enrollment or at any later time, however, for a child who has been covered in a self and family enrollment, certification should be submitted at least 30 days before the child attains age 22. Depending on the nature of the handicap, coverage may be extended for a limited time or permanently. If the extension is for a limited period, and incapacity continues beyond that period, further extension of coverage may be approved upon presentation of medical certification.

If you have self and family coverage and have a child whom you believe falls in this category, you should contact the Employee Relations Branch, extension 1579, for further information.

* * * * *

Past failure often furnishes the finest material from which to build future success.

Civilian Guidepost

Compiled and Edited by

CIVILIAN PERSONNEL DIVISION, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

The Secretary of the Navy has determined that this publication is necessary in the transaction of business required by law of the Department of the Navy. Funds for printing of this publication have been approved by the Navy Publications and Printing Policy Committee.

VOLUME 30 NO. 11

31 May 1985

COMMANDING GENERAL PRESENTS AWARDS



In an award ceremony held recently, Major General L. H. Buehl, Commanding General, Marine Corps Base, presented the Marine Corps Meritorious Civilian Service Award to Mr. Bruce A. Morris (pictured above left) and Special Act or Service Awards to Mr. Danny D. Sharpe (pictured above right) and Mr. Samuel K. Jolly (pictured above far right).

Mr. Morris, formerly a Training Instructor (Food Service), GS-9, with Marine Corps Service Support Schools, was cited for:

"Outstanding performance and dedication to duty while employed at Marine Corps Service Support Schools, Marine Corps Base, Camp Lejeune, North Carolina since October 1969. During this period, Mr. Morris' professional competence, initiative, technical proficiency, organizational and managerial abilities, training analysis and course design and development expertise have had a consistent positive impact in the attainment of the first rate formal training program in the Food Service Occupational Field. Through his professionalism, initiative, and positive "can do" attitude, the Food Service Formal School has attained a position of academic excellence and has been cited for innovative techniques and noteworthy accomplishment by Headquarters, Marine Corps."

Mr. Sharpe, Supervisory Ecologist, GS-11, Natural Resources Division, received a Special Act or Service Award in the amount of \$1,000 for his contribution to the Base Hazardous Material/Waste Program.

Mr. Sharpe wrote the entire Marine Corps Base

Hazardous Waste Management Base Order which received praise from Headquarters, U. S. Marine Corps' Environmental Staff Specialist. The Management Program was considered to be of such high quality by Headquarters Marine Corps personnel, it was used as a model for other Marine Corps Activity Programs throughout the nation.

In addition, he supervised an informal Base-wide Inspection/Education Program for command and unit level personnel involved with items governed by State and Federal Regulations promulgated under The Resource Conservation and Recovery Act (RCRA). When other military installations in North Carolina with a similar program were receiving citation fines and severe adverse publicity, Camp Lejeune satisfied a rigorous program review by state inspectors on 25 September 1984.

Hazardous Waste Regulations issued in response to the RCRA requirements include requests for permitting hazardous waste treatment and storage disposal operations. Procedures for obtaining a permit are rigorous. As a result of Mr. Sharpe's efforts and contributions, Marine Corps Base, Camp Lejeune is one of the first two Marine Corps activities to receive a final Hazardous Waste Permit.

Mr. Jolly, formerly an Environmental Protection Specialist, GS-9, Natural Resources Division, was presented a Special Act or Service award in the amount of \$500 for his contribution to the Base Hazardous Material/Waste Program aboard Marine Corps Base.

By providing excellent on-site training to Facilities Operators, Mr. Jolly effectively enabled the cognizant units to improve their abilities to properly manage hazardous waste. His efforts led to the publishing of a Base-wide message which provided appropriate action to address specific problems regarding proper segregation and labeling of hazardous waste. The modified instructions were particularly important to the various tenants at Marine Corps Air Station (H), New River, because of the common usage of regulated toxic chemicals.

His initiative and persistent follow-up led to prompt correction of discrepancies regarding management of hazardous waste. His promptness in effecting corrective action enabled the Command to maintain compliance with State and Federal Regulations promulgated under The Resource Conservation and Recovery Act. The corrective action resulted in the Command satisfying a rigorous program review conducted on 25 September 1984 by inspectors from the State Solid and Hazardous Waste Branch.

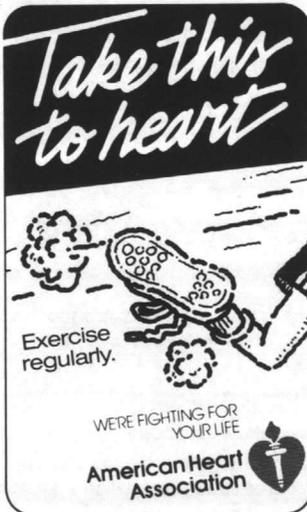
* * * * *

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

INTERNAL STAFFING ANNOUNCEMENTS
(For Civil Service Employees)

Open Continuously Until 31 December 1985
Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 9-85
Clerk-Stenographer, GS-4, Ann. No. 10-85
Clerk, GS-2 and Clerk, GS-3, Ann. No. 11-85
Licensed Practical Nurse, GS-3 TARGET GS-4, Ann. No. 12-85
Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 19-85
Laborer WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 22-85
Helper, (All Options), WG-5, Ann. No. 26-85
Practical Nurse (Vocational), GS-3 TARGET GS-4, Practical Nurse (Vocational), GS-3, Ann. No. 41-85

Open for Specified Period
Supply Technician, GS-7, Ann. No. 73-85, closes 31 May 1985



PERFORMANCE CASH AWARDS MUST BE ON TIME

Supervisors are reminded that BO 12451.1H requires submission of recommendations for Sustained Superior Performance awards and Quality Step Increases no later than 60 calendar days after the end of the period upon which the recommendations are based.

Late award recommendations will be returned without processing.

F L A G D A Y

14 June 1985

The Stars and Stripes was created on 14 June 1777 when the Continental Congress resolved: "That the flag of the thirteen United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new constellation." Join other Americans across the nation -- display your American flag on Flag Day.

OPEN ENROLLMENT FOR LIFE INSURANCE

The Office of Personnel Management (OPM) has now announced that the open enrollment period for life insurance will be 1 June through 1 July instead of 1-30 June 1985. Elections will be effective the first pay period in August. Employees otherwise eligible to participate in Federal Employees' Group Life Insurance (FEGLI) will have the opportunity to add to their existing coverages or to enroll if they had previously waived coverage. Only those employees who wish to change their participation or levels of coverage will need to complete an election form. Previous waivers or declinations will not be cancelled unless the employee submits a new election.

Distribution of the FEGLI 85 Open Enrollment booklet (FE-74-A) has been made to permanent civil service employees. If, after examining this booklet you desire to make a change, you should come to the Employee Relations Branch, Civilian Personnel Division, Building 33 during the open enrollment period to fill out the necessary form.

CODE OF CONDUCT

One of the most important parts of the Civil Service Reform Act (CSRA) is the code of employee conduct and responsibilities. Federal officials may not:

--discriminate for or against any employee/applicant on the basis of race, color, religion, sex, age, national origin, marital status, political affiliation or handicapping condition;

--ask for or consider recommendations about an employee/applicant unless the person giving it has personal knowledge of the employee/applicant's work performance, ability, or general qualifications;

--force any employee/applicant to engage in political activity, or "punish" the person for refusing to participate in political activity;

--interfere with any person's right to compete for employment;

--influence a person to withdraw from competition to improve or injure the opportunities of any other person;

--grant any employee/applicant preference not authorized by law, rule or regulation (including defining the manner of competition or the requirements for any position) to improve or injure the opportunities of others;

--give or encourage giving any relative an appointment, employment, promotion or advancement;

--take, or fail to take a personnel action to "punish" any employee/applicant for disclosing violations of laws, rules or regulations;

--take or fail to take, a personnel action because an employee/applicant used their appeal rights;

--discriminate for or against an employee/applicant on the basis of conduct which does not affect the employee's or another person's job performance.

BENEFICIAL SUGGESTION WINNERS

Mr. Maynard G. A. Riddle, Civilian Personnel Division, received a cash award of \$428 for his suggestion to use a telephone answering service at the Outside Recruiting Branch, Midway Park. He also received recognition for his suggestion on placing traffic cones at a safe distance from the Military Police Gate House, Main Gate, Marine Corps Base, Camp Lejeune. This enables vehicles to cross through the cones easier during morning rush hour traffic. This suggestion was not eligible for a cash award.



Mr. Cameron J. Quintana, Naval Hospital, received a \$135 cash award for his suggestion on saving electrical energy. Mr. Quintana suggested to block off certain lights in the machine/boiler room of Facilities Management Department with wall switches so they could be turned off when not in use, thus reducing the electrical load and saving energy. The award was based on first year net tangible savings of \$1,354.09.

Ms. Ruth A. Shipley, Naval Hospital, was given a cash award of \$96 for her suggestion to stock Stylex syringes, individually wrapped, for use with Pitocin Induction Kits to start induction on pregnant patients. Syringes that come with the original kits were sticking after being filled a few times. New kits had to be opened in order to get another syringe for use. The award was based on first year net tangible savings of \$966.

Mr. Donnie Collins, Logistics Department, received a cash award of \$72 for adoption of his suggestion. Mr. Collins suggested a modification of the brake pedal on DeLorean Warehouse Tractors, enabling the operator to apply more downward pressure when braking, thereby enhancing the brake system.

Mr. William R. Faulk, Base Maintenance Division, was presented cash awards totaling \$161 for adoption of four individual suggestions. He received \$53 for his suggestion to use flash back protectors on acetylene tanks to prevent explosion of the tanks when in use. A \$47 award was given for Mr. Faulk's suggestion to use a spreader bar for repairing trash containers enabling them to be manipulated easier, thereby preventing possible damage to the containers or injury to personnel. Mr. Faulk received \$36 for his suggestion that the security metal pipe rack between Buildings 1301 and 1303 be turned to allow easier access during loading and unloading of vehicles. Additionally, he was presented a \$25 cash award for suggesting that an anti-seize compound be used on sliding doors to prevent corrosion, make adjustments easier, and extend the life of the doors. Cash awards on all four suggestions were based on intangible benefits.

Ms. Vicki S. Evans, Provost Marshal's Office, was given a cash award of \$50 for her suggestion to use a card file cross-reference system for Incident Complaint Reports. The adoption of this suggestion reduced the amount of materials needed in maintaining records. The award was based on intangible benefits.

Mr. Martin D. Sosa, Base Maintenance Division, received a cash award of \$50 for his suggestion on control of the hot water circulation pump. He suggested the pump starter with motor overload protection be interconnected with existing thermostat controls in Building 14, Hadnot Point. The controller will then cut off the hot water circulation pump and steam supply to the convertor when the weather temperature rises. The award was based on intangible benefits.

Mr. Linton C. Greene, Jr., Civilian Personnel Division, was presented a cash award of \$25 for his suggestion. Mr. Greene suggested a modification to the Table of Allowances for Publications and Directives to reflect two sets of the Military Occupational Specialties (MOS) Manual of all branches of the armed services. This enables staffing specialists to more easily evaluate applications of former military personnel. The award was based on intangible benefits.

Mr. Earnest Hill, Naval Hospital, received a cash award of \$25 for his suggestion to install a safety hook lock on the oven doors in the Food Management Department to keep the doors from swinging into the nearby office door, preventing possible injury to personnel entering and leaving the office.

Mr. James H. Parker, Naval Hospital, was given recognition for his suggestion that a rubber stamp be used to indicate needed supplies on paper bags in the Food Management Department instead of writing the information on the bags; thus, saving time which can be utilized performing other essential duties. The award was not eligible for a cash award.

Mr. Bobby E. Pearson, Naval Hospital, received recognition for his suggestion to change the emergency exit door in the Central Sterile Supply Decontamination area since the existing exit was partially blocked by storage of supplies. The award was not eligible for a cash award.

Our sincere congratulations to all suggesters who also received a "Beneficial Suggestion Winner" coffee mug for each adopted suggestion.

* * * * *

CLASSIFICATION APPEALS

The classification system is not perfect, and as long as human beings are involved, there will always be the chance of human error. If such an error is made, the appeal procedure -- as a safety valve -- provides a means of bringing the error forward for correction. An appeal must be predicated upon a current and accurate description of duties and responsibilities, wherein an employee truly believes that the classification is not correct or consistent with governing standards or guidelines.

Specific procedures for the preparation and processing of appeals for General Schedule employees are in Base Order 12511.1C (enclosure (4)) and for Federal Wage System employees, Base Order 12532.2B (enclosure (4)). Advice and assistance can be obtained from the Classification Branch, telephone extension 1532.

* * * * *

"To content yourself with being a 'Slave to Routine' is merely to court disaster." --J. C. Penny

ASBESTOS

Over 800,000 tons of asbestos are mined and processed each year to make over 3,000 different products in the United States. Past and present uses of asbestos are: Insulative covering for pipes and surfaces, coatings for cables and electric wires, in paints, cement, floor and ceiling tiles, sealants, clutch facings, brake linings, and wallboards.

Health hazards from asbestos dust have been recognized among workers heavily exposed in trades such as shipbuilding, asbestos mining, installation of insulation in the construction of buildings, and other trades.

Since the early 1940's, over 11 million workers may have been exposed to concentrations of asbestos dust, including 4.5 million shipyard workers during World War II. Asbestos exposure may cause asbestosis and increase the risk of developing cancer of the lung, esophagus, stomach, colon, and rectum. Asbestosis is a chronic lung ailment which produces shortness of breath and lung damage. This disease, as well as asbestos-related cancer can take as many as 20 to 40 years to develop. While asbestos itself can increase the risk of lung cancer, an asbestos worker who smokes has a 90% greater risk of developing asbestosis.

Several types of personal protective equipment against accidental exposure to asbestos are available to protect workers. Established procedures for working with asbestos have been developed and should be followed. Special asbestos waste dumpsters are provided for the collection of asbestos waste and a state approved asbestos dump site is located aboard Camp Lejeune.

To ensure the health of all personnel, both military and civil service, the Occupational and Preventive Medicine Department maintains the Asbestos Medical Surveillance Program (AMSP). The AMSP consists of a periodic medical screening examination which includes an occupational work history, pulmonary function test, chest x-ray, and physical examination. To be placed into this program, the individual's degree of exposure must be determined. If it is determined that the exposure was not on a regular basis or that the exposure was below established standards, the individual is not placed into the program. The frequency of follow-up examinations is determined by the Medical Officer at the Occupational Health Clinic during the physical examination.

If you should have any questions concerning the Asbestos Medical Surveillance Program, contact the Program Manager at extension 1930.

**Living is
a Cinch**

when safety belts are part of your life

GUIDE FOR PERSONAL SAFETY DURING THUNDERSTORMS



**Safety
SAM
SEZ.....**

When a thunderstorm is in the immediate vicinity, seek shelter in places which are protection from lightning, such as:

1. Large metal or metal-frame buildings
2. Dwellings or other buildings which are protected against lightning
3. Large unprotected buildings
4. Automobiles and buses with metal tops and bodies
5. House trailers with metal bodies
6. Enclosed metal boats or ships
7. Boats which are protected against lightning
8. City streets which are shielded by nearby buildings
9. Dense woods -- avoid isolated trees
10. Depressed areas -- avoid hilltops and high places

Avoid dangerous areas, such as:

1. Automobiles (non-metal top or open)
2. Tractors and other machinery operated in open fields
3. Golf carts, scooters, motorcycles and bicycles
4. Open boats
5. Open fields, athletic fields and golf courses
6. Swimming pools, lakes and seashores
7. Wire fences, clotheslines, overhead wires and railroad tracks
8. Isolated trees
9. Hilltops and wide open spaces
10. Unprotected buildings and shelters in high areas

TREAT LIGHTNING WITH GREAT RESPECT AND CAUTION

PAYROLL SERVICES AVAILABLE

If you are not already enjoying the time-saving and convenient services available to you through the Civil Payroll Office and would like to, call the Civilian Personnel Division, extension 1458 or 1579, to request the necessary forms in order that you can. The appropriate forms will be forwarded to you.

What services are available? First, the payroll office will deposit your pay check in your checking account for you, thereby saving you time (plus the cost of the gas it takes to get there). Second, the payroll office will deduct from your pay an amount specified by you and forward it to your savings account, thereby assisting you to save regularly. And, third, the payroll office will deduct a specified amount from your pay to enable you to buy, on a continuous basis, U. S. Savings Bonds, which currently accrue no less than 7 1/2 percent interest when held to maturity.

Civilian Guidepost

Compiled and Edited by

CIVILIAN PERSONNEL DIVISION, MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA

Issuance of this periodical approved in accordance with Department of the Navy Publications and Printing Regulations

VOLUME 30 NO. 4

22 February 1985

MERITORIOUS CIVILIAN SERVICE AWARD

The Marine Corps Meritorious Civilian Service Award was presented to Mrs. Alta L. Ritter, Management Analyst, GS-11, Base Operational Support Management Assistance Division, by Brigadier General L. H. Buehl, Commanding General, Marine Corps Base, at a recent ceremony.



ALTA L. RITTER

cited for

Exceptional performance and dedication to duty while employed as Management Analyst, Management Assistance Division, Marine Corps Base, Camp Lejeune, North Carolina during the period February 1980 to October 1984. Mrs. Ritter's professional competence, technical expertise, and analytical abilities have significantly contributed to the improvement of Base support operations. During this period, she conducted numerous management studies that identified personnel savings valued at over \$400,000. Mrs. Ritter's contributions are exemplary and reflect great credit upon herself, this Command, and the U. S. Marine Corps.

... INVEST IN YOUR FUTURE ...
BUY AND SAVE UNITED STATES SAVINGS BONDS

EXCELLENT INSTALLATIONS -- THE FOUNDATION OF DEFENSE

... READ ALL ABOUT IT ...
MORE ADOPTED BENEFICIAL SUGGESTIONS



Suggestions, tangible and intangible benefits to the Government, and awards to the suggesters -- that's what the Beneficial Suggestion Program is all about.

In most issues of the Civilian Guidepost, you read about Program participants who are recognized for their adopted ideas. Today we are telling you about several more, to give you an idea of the broad range the Suggestion Program covers. Civilian and military personnel are eligible to participate. Check out your work area -- the Government needs all the cost-saving and improvement ideas it can get!

Benny Suggs proudly recognizes the following employees who earned cash awards and/or recognition for their adopted ideas.

Mr. William E. Hudson, Base Maintenance Division, received a cash award of \$160 for his suggestion to relocate the stairwell lighting higher and out of reach in certain area barracks to eliminate constant vandalism to the lights. The award was based on first year net tangible savings of \$1356.27 and intangible benefits.

Mr. Harold A. Melton, Jr., Naval Hospital, was presented a cash award of \$75 for adoption of his suggestion to change the work schedule in the Food Service Department to reflect less concurrent working days, thereby causing less occupational stress. The award was based on intangible benefits.

Ms. Elizabeth J. Huffman, Fire Protection Division, was given a cash award of \$58 for her suggestion to extend 4' of 1 1/2" preconnected hose within the
(Continued on p. 4 -- SUGGESTIONS)

DON'T FORGET -- GIVE BLOOD

The Tidewater Regional Bloodmobile will be at Marston Pavilion (Building 730) on Monday, 4 March 1985, from 1100 to 1500, to accept blood from civilian employees who volunteer to donate. Check with your supervisor for full information about excusal from duty to donate. Your blood donation is needed.

INTERNAL STAFFING ANNOUNCEMENTS

(For Civil Service Employees)

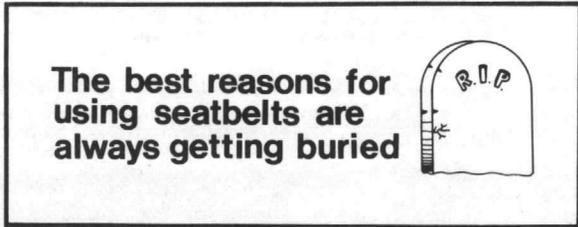
Open Continuously Until 31 December 1985

Clerk-Stenographer, GS-3 and Clerk-Typist GS-3, Ann. No. 9-85
Clerk-Stenographer, GS-4, Ann. No. 10-85
Clerk, GS-2 and Clerk, GS-3, Ann. No. 11-85
Practical Nurse, GS-3 TARGET GS-4, Ann. No. 12-85
Food Service Worker, WG-2, WG-3 and WG-4, Ann. No. 19-85
Laborer WG-2 and WG-3, Custodial Worker, WG-2, Ann. No. 22-85

Open for Specified Period

(CORRECTION ON CLOSING DATE LISTED INCORRECTLY LAST ISSUE)

Safety and Occupational Health Specialist, GS-7 TARGET GS-9, Safety and Occupational Health Specialist, GS-9, Ann. No. 18-85, closes 8 March 1985



HEALTH BENEFITS CONVERSION PRIVILEGE

Do you have children covered by your health benefits who will soon be 22? You are reminded that children lose coverage on their 22nd birthday, regardless of whether they are in school or living at home, with the right of conversion to a nongroup contract. For conversion information, contact the Carrier 30 days before your child's 22nd birthday at the address shown in the brochure for your plan. This right of conversion applies also to any family member who loses coverage for any reason other than voluntary cancellation or change to Self Only.

WAITING PERIODS FOR STEP-INCREASE ELIGIBILITY

Wage and Supervisory

26 weeks of service for advancement to Step 2.
78 weeks of service for advancement to Step 3.
104 weeks of service for advancement to Steps 4 and 5.

General Schedule

52 weeks of service for advancement to Steps 2, 3, and 4.
104 weeks of service for advancement to Steps 5, 6, and 7.
156 weeks of service for advancement to Steps 8, 9, and 10.

COMPETITIVE SELECTIONS

UNDER MERIT STAFFING PROGRAM

EFFECTIVE JANUARY 1985

COMMAND HEADQUARTERS
Automated Services Center
Brenda S. Kerr, Computer Assistant, GS-07

COMPTROLLER DEPARTMENT
Disbursing Division
Toye E. Green, Accounting Technician, GS-04

Accounting Division
Jo C. Pratt, Accounting Technician, GS-05

Budget Division
Mava L. Lorson, Budget Assistant, GS-05

FACILITIES DEPARTMENT
Maintenance Division
Terry L. Sloan, Engineering Equipment Operator, WG-10
Ronald D. Smith, Engineering Equipment Operator, WG-10
William C. Wooten, Jr., Engineering Equipment Operator, WG-10
Gary B. Morton, Electrician (High Voltage), WG-10
Benny R. Martin, Electrician (High Voltage), WG-10
Gerald L. Mayer, Electrician, WG-10
Terry R. Knight, Painting Worker, WG-07
Millard Lanier, Automotive Mechanic, WG-10

Natural Resources Division
Albert C. Henry, Jr., Supervisory Forester, GS-07

MANPOWER DEPARTMENT
Civilian Personnel Division
Olive S. Downing, Supervisory Position Classification Specialist, GS-12

PERSONNEL SERVICES DEPARTMENT
Camp Lejeune Dependents' Schools
Amos Moore, Motor Vehicle Operator, WG-07
Jimmie L. Jones, Painter, WG-09

LOGISTICS DEPARTMENT
Contracting Division
Barbara S. Mullin, Procurement Clerk, GS-04

Direct Support Stock Control Division
Walter T. Lamerton, Supervisory Supply Technician, GS-09
Joseph L. Perleth, Supply Clerk, GS-05
Nancy B. Rochelle, Supply Cataloger, GS-07

TRAINING DEPARTMENT
Training Office
Anna L. Mansfield, Secretary (Steno), GS-06

SUPPORT BATTALION
Correctional Facility
Wanda G. Conway, Prisoner Services Supervisor, GS-06

MARINE CORPS AIR STATION (HELICOPTER)
Supply Department
Warren R. Shepard, Fuel Distribution Systems Worker, WG-08
Facilities Planning
Margaret G. Briley, Facilities Project Specialist, GS-09

(Continued on p. 4 -- COMPETITIVE SELECTIONS)

SUPERVISOR'S EEO RESPONSIBILITIES

The following information is provided for the benefit of supervisors, to insure that they are aware of the specific provisions of regulations as they relate to minorities and women.

Minorities and women should be represented in training programs, including skills training and supervisory and management training programs, in no less proportion than that of their representation among the segment of the work force that is eligible for consideration.

Representation of minorities and women coming within the selection range for promotion should be at least equivalent to that of their representation at the next lower level in qualifying occupations.

Managers and supervisors at all levels must be sensitive to organizational situations where minorities and women are obviously underrepresented and take proper action to achieve improvement through hiring and promotion efforts. A selecting official may choose any candidate within the selection range. Where there is clearly a best candidate within the selection range for appointment or promotion, that person should be selected. When minorities and women are among the best of the competing candidates within the selection range, each manager and supervisor has the obligation to insure that they are given full consideration and to choose the person who he/she believes will best fulfill management needs in terms of productivity and total objectives of the organization, including affirmative action for equal opportunity.

Questions concerning these supervisory EEO (Equal Employment Opportunity) responsibilities should be referred to the Equal Employment Opportunity Branch, extension 3653.

* * * * *

CIVIL PAYROLL HAPPENINGS

Civil Payroll has not been at a loss for something to do. In addition to getting your paycheck to you on time, below is only a few of their accomplishments during the month of January.

--W-2s were mailed 25 January 1985 to a non-work address of record. If you did not receive your W-2, contact the Civil Payroll Office, extension 1935.

--1985 Health Insurance premiums became effective 6 January 1985.

--Optional Life Insurance rates increased if you reached another age category.

--A 3.5 percent pay raise became effective 6 January 1985 for General Schedule employees. (The new pay schedule was published in the 25 January 1985 issue of the Guidepost.)

* * * * *

H O T L I N E

Call 451-3928 (the CAMP LEJEUNE HOTLINE) or write P. O. Box 8206, Marine Corps Base, Camp Lejeune, NC 28542 to report incidents of WASTE, FRAUD, ABUSE, CORRUPTION



Of the four annual seasons, winter is considered the most hazardous time of year to drive. One reason is shorter daylight hours, creating longer periods of time when visibility is poor. The most significant reason by far, however, is ice and snow that sometimes create unusual hazardous conditions. Generally, the people located on or near Camp Lejeune are ill-prepared to cope with this condition when it becomes extreme. The ill-preparedness can be attributed to lack of exposure to and infrequent driving in these conditions. Listed below are a few driving tips that will aid you in emergency situations.

TIPS FOR WINTER DRIVING

1. Clean ice and snow from all windows before you start. Wipe off headlights and taillights. Remove snow from entire car because snow left on hood or roof will blow back onto the windshield or rear window once the car is moving.
2. If your vehicle becomes stuck in snow, turn your wheels from side to side a few times to clear snow away, then ease forward as gently as possible with your wheels kept as straight as possible. Don't spin your wheels. That will just dig you a little deeper.
3. Skidding is very hard to control especially if you panic. The best way to pull out of a skid is to stay calm, lay off the brakes, take your foot off the gas and turn your wheels in the direction the car is skidding. When you feel the skid is corrected, straighten your wheels.
4. During the winter season, traction is probably the worse problem associated with snow and ice. The best method of achieving traction on snow or ice is to use tire chains. Studded tires would be the second choice (in states in which they are permitted) for icy surfaces. Snow tires would be the third choice. The surface may become slippery enough that the driver will have to avoid abrupt changes in speed or direction. Always anticipate lane changes, stops and turns and make them gradually under these conditions.
5. When traveling on ice, use the pumping action for stopping. This method consists of depressing and releasing the brake pedal a few times.
6. Carry as many of the following items as possible in your trunk for emergencies: Flashlight, tire chains, window scraper brush, booster cables, tow chain or strap, shovel, traction mat, blankets, and a roll of paper towels.

(SUGGESTIONS)

compartment on discharge lines of the fire engine pumper. This allows for easier disconnection of the hose and faster response time in emergency situations. The award was based on intangible benefits.

Mr. Fletcher Shepard, Naval Hospital, was presented a cash award of \$56 for his suggestion to alter the length of the guardrail at the rear loading dock ramp of the Food Management Department to prevent injury when emptying trash. The award was based on intangible benefits.

Ms. Patricia A. Parker, Logistics Department, was presented a cash award of \$52 for her suggestion to install a handrail on the right side going up the stairs in Building 1211. Installation of the rail provides support when going up or down the stairs. The award was based on intangible benefits.

Ms. Mary L. Phillips, Public Works Division, was given a cash award of \$50 for her suggestion to use wooden platform boxes under screens of Lanier Word Processors bringing them to eye level; making use of the screens less stressful for the typist. The award was based on intangible benefits.

Mr. Gaines B. Huneycutt, Jr., Natural Resources Division, received a cash award of \$48 for his suggestion to install a safety cage on the waste oil tank at Building 45, enabling samples of waste oil to be taken safely from the tank. The award was based on intangible benefits.

Mr. Billy B. Batchelor, Logistics Department, was given a cash award of \$30 for his suggestion to install a piece of plywood on the pallet box for easier loading and unloading of mattresses; also, to modify the box so one side can be taken off, enabling mattresses to be taken in or out with the forklift. This eliminates handling each mattress by hand. The award was based on intangible benefits.

Mr. John L. Chaney, Naval Hospital, received a cash award of \$25 for his suggestion to paint lines on the floor in front of the walk-in cooler in the Food Service Department to indicate which way the doors swing on opening. Mr. Chaney also suggested posting warning signs inside on the doors as well, to aid in preventing someone on the outside from being hit when the doors are opened. The award was based on intangible benefits.

Ms. Cynthia Sanders, Base Maintenance Division, was given \$25 for her suggestion that renewal of Government Vehicle Operator's Permits be handled by the supervisor involved without referral to the Roads and Grounds Section, thereby speeding up the processing of renewals. The award was based on intangible benefits.

Mr. James Brown, Logistics Department, received recognition for his adopted suggestion to reinforce forklifts on transport trailers with a metal beam under wood to prevent breakage when lifting heavy objects. The award was not eligible for a cash award.

Congratulations to each suggester who also received a "Beneficial Suggestion Winner" coffee mug.

The time to make friends is before you need them.

(COMPETITIVE SELECTIONS)

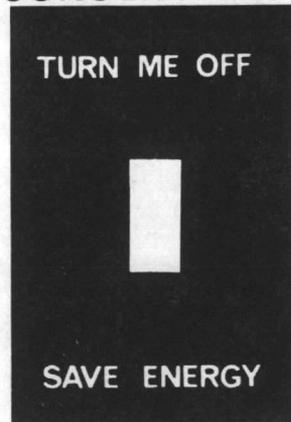
NAVAL HOSPITAL
Hospital Administration
Charlotte J. Weatherington, Clerk-Typist, GS-04

Material Management Department
Carol L. Underwood, Purchasing Agent, GS-05
Jane B. Gagnon, Supervisory Supply Clerk (Typing), GS-05
Elizabeth T. Garner, Voucher Examiner (Typing), GS-04

Nursing Services
Dorothy J. Westbrook, Medical Clerk, GS-04

Medical Services
Mary L. Miller, Secretary (Typing), GS-04

ENERGY CONSERVATION



AT YOUR FINGERTIPS

LATEST ADVICE ON GIVING UP SMOKING

When thinking about quitting:

1. List all the reasons why you want to quit. Every night before going to bed, repeat one of the reasons 10 times.
2. Decide positively that you want to quit. Try to avoid negative thoughts about how difficult it might be.
3. Develop strong personal reasons in addition to your health and obligations to others. For example, think of all the time you waste taking cigarette breaks, rushing out to buy a pack, hunting a light, etc.
4. Set a target date for quitting--perhaps a special day like your birthday, your anniversary, a holiday. If you smoke heavily at work, quit during your vacation. Make the date sacred, and don't let anything change it.
5. Begin to condition yourself physically--start a modest exercise regimen, drink more fluids, get plenty of rest and avoid fatigue.

Fresh air is when you open a window yourself. A draft is when someone else opens it.